Santa Clara HMIS News

June 2024

Welcome to the Santa Clara HMIS June 2024 newsletter!

In this edition you'll find the following:

- Check Out This Fun Poll: **What is your favorite meal of the day?**
- ROI (Release of Information) Expiration
- Annual & Status Assessments
- Understanding Care Team & Assigned Staff
- Clients Assessed & Not on CHQ
- Clarity Connect
- Meetings/Upcoming Events
- Bitfocus is Hiring!
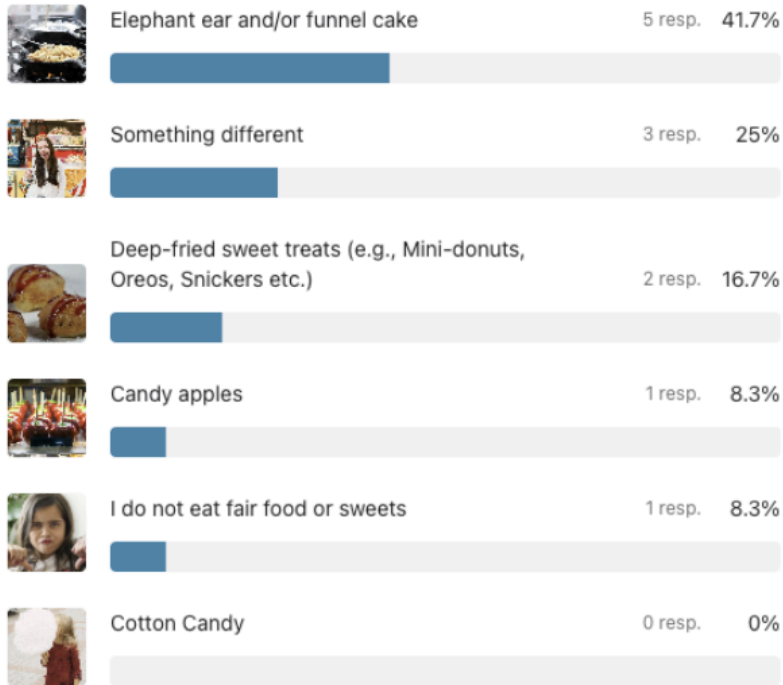
Announcements

Check Out This Fun Poll

What is your favorite meal of the day?

Here's the URL for the poll: **https://bitfocus.typeform.com/to/WVzoekSG**

Here are the results from last month's poll: What's Your Favorite Fair or

Carnival Sweet Food/Treat

Take the June poll!

Updates

ROI (Release of Information) Expiration

Why does it matter if a client has an invalid or inactive (expiring) ROI? Clients with an **inactive or invalid ROI cannot be referred to housing.** Here's how you make sure this does not happen - there are reports, found in the DA Tab to help determine this. But first, let's discuss what's already set in place to assist with this process before you even need to run a report.

USING THE SEARCH FEATURE

When you first search for a client in HMIS it will inform you if a client is Missing or has – denoted by a **YES**, an up-to-date ROI. This process only works when you do a search by using the clients' first and/or last name (alias as well) or partial DOB or last 4 digits of the SS#. If you type in the clients' **UID,** it will bypass this feature and take you directly to the clients' profile. Let's check these options out.

Searching by Client Partial Name.

As you can see (image below) in the ROI column there is a **YES**. Meaning this client has an up-to-date ROI. It has not expired. You can always double check to see when it will expire by going to the Shield Symbol   and reviewing the ROI, which is highly recommended.

Continue reading

News

Annual & Status Assessments

Annual & Program Status Assessments correspond with the **HUD HMIS Data Standards Data Collections stages** "Occurrence Point/Update" and "Annual Assessment."

Permanent Housing Programs (PSH) participating in the NOFA competition require that all programs entering program data into the ONE System complete annual assessments for clients enrolled for more than 365 days. The annual assessment must be completed within 30 days of the enrollment anniversary.

Status Assessments

The status assessment option provides a place to document changes to client information that happen outside of the annual assessment window. Some funders may also require status assessments for a certain period (for example, a status assessment after a client has been enrolled for 90 days) ESG Homeless Prevention programs must record status assessments every 90 days. Check with your funders if you aren't sure whether status assessments are required for your programs.

It is important to note that status assessments cannot take the place of annual assessments, even if they are completed on the yearly anniversary date of the program enrollment. Any reports that include data related to annual assessments will be looking specifically for the data entered on the annual assessment screens.

Continue reading

Updates

Understanding Care Team & Assigned Staff

Care Team encompasses all users added during a client enrollment and added directly to the client Profile. Care Team management is very similar to Assigned Staff at the Program level but housed within the Client Profile. When needed, Care Team members can be added manually. A client can have multiple Care Team members from different agencies. Check out this link **HERE** to learn more about Care Team management.

Staff members appear in the Assigned Staff section in three different ways: through a program enrollment, being assigned as Case Manager in a referral, and being assigned as Navigator in a Community Queue referral. If a staff member has separated from your agency or will no longer be working with the client, you can update the assigned staff. You can do so by accessing the program enrollment and changing the assigned staff. Keep in mind the new staff member must have access to HMIS and be part of your agency. There can only be one Assigned Staff per

program enrollment. Check out this link **HERE** to learn more about Assigned Staff management.

News

Reminder: Clients Assessed and Not on the Community Housing Queue (CHQ) Dashboard – Update

List of Agencies with Clients Assessed and Not on the CHQ

Please note this report was run on Friday, June 28, 2024.

Agency Name	Client Count
LifeMoves	22
HomeFirst	18
County: Reentry Resource Center	11
Social Impact Team (SIT) | Property Owners Downtown Association	9
County: SCVHHS - Ambulatory	9
County: SCVHHS - Custody Health	9
PATH	6
CityTeam Ministries	5
San Jose State University Research Foundation (SJSU)	4
Roots Community Health Center	4
Bill Wilson Center	3
Community Services Agency of Mountain View	3
Community Solutions	2
Move Mountain View	1
Santa Clara County Office of Education (SCCOE)	1
County: SCVHHS - BHSD - AOA - FDR	1
Unity Care Group	1
County: SCVHHS - BHSD AOA - CSI	1
Mission Possible	1
Abode Services	1
South County Compassion Center (Compassion Center)	1
County: SSA - DEBS SSI Advocacy	1
UPLIFT	1
Family and Children Services	1
HealthRIGHT 360	1

Spotlight

Clarity Connect

Join us for our 7th annual Clarity Connect Conference this September in Las Vegas! We'll have three full days of peer networking, interactive learning labs, and rich session content. **This year we're introducing a new track format: Foundations and Advanced.**

The Foundations Track will provide guests who are newer to HMIS, Clarity Human Services, or a particular feature or functionality with the fundamentals needed to get rolling. **The Advanced Track will dive** deeper into tips, tricks, and nuances for some of our more seasoned Clarity users.

 REGISTER HERE!

All tickets include registration, breakfast and lunches all three days, and access to all main event sessions, workshops, learning labs, and the networking happy hour.

Cancellation Policy
After purchasing tickets, you have until thirty (30) days before the start of the conference for a full refund. Please submit for a full refund before August 16, 2024. No refunds will be accepted after the cut-off date. You may transfer tickets to another colleague at any time. Please contact Diane Quaresma (dianeq@bitfocus.com) with any questions or transfers.

Register today!

Upcoming Events

Meeting/Upcoming Events

HMIS Technical Administrator (TA)/Agency Lead Meeting

CANCELLED In Observance of Holiday!

When: Thursday, July 4, 2024

Time: 2:00 - 3:30 p.m.

Where: Zoom

This meeting, formerly known as the Agency Admin meeting, will discuss the reports and data collection requirements in HMIS. This naming convention change does not alter the content, requirements, or attendees of the meeting. Please send an agency representative to this meeting who is responsible for supporting staff in their HMIS data collection responsibilities.

Data Think Tank

When: Tuesday, July 9, 2024

Time: 10:00 – 11:00 a.m.

Where: Email Angiee@bitfocus.com for Zoom Link

Service Providers Network Meeting

When: Wednesday, July 10, 2024

Time: 9:30 – 11:00 a.m.

Where: **Join Zoom Meeting**

Coordinated Entry Work Group

When: Thursday, July 11, 2024

Time: 1:00 p.m. – 2:30 p.m.

Where: **Register Here!**

Santa Clara County Homelessness Continuum of Care (CoC) Navigating Mainstream Benefits: Supplemental Security Income (SSI) & Social Security Disability Insurance (SSDI)

When: Thursday, July 18, 2024

Time: 1:00 p.m. – 3 p.m.

Where: **Register Here!**

DEW (Data Engagement Workshop) Program-Based Reports: Running Reports and Shortcuts

When: Tuesday, July 23, 2024

Time: 10:00 a.m. – 12:00 p.m.

Where: **Register Here!**

Santa Clara County Homelessness Continuum of Care (CoC) Navigating Mainstream Benefits: Supplemental Security Income (SSI) & Social Security Disability Insurance (SSDI)

When: Thursday, July 25, 2024

Time: 1:00 p.m. – 3 p.m.

Where: **Register Here!**

Rapid Rehousing and Employment Initiatives Meeting (In-Person)

When: Thursday, July 25, 2024

Time: 3:00 p.m. -4:30 p.m.

Where: Charcot Training Center Suite #102

2310 N First St. San Jose, CA 95131

SCC CoC VI-SPDAT In-Person Training

When: Tuesday, July 30, 2024

Time: 09:00 a.m. – 1:00 p.m. (In-Person)

In-Person: 110 W Tasman Drive, San Jose, CA 95134

Where: **Register Here!**

SCC TA Office Hours

When: Wednesday, July 31, 2024

Time: 10:00 a.m. - 11:00 a.m.

Where: **Zoom**

Training

Check out July's training offerings.

SCC Clarity Office Hours

When: Thursday, **July 4 (CANCELLED)** and July 18, 2024

Time: 10:00 -11:30 a.m.

Where: **Zoom**

SCC Looker Office Hours

When: Monday, **June 9 (MOVED from normal date)** and July 22, 2024

Time: 1:00 - 2:00 p.m.

Where: **Zoom**

News

Bitfocus is Hiring!

Check out great career opportunities **here** as Bitfocus seeks to expand its reach!

We're Hiring!

Questions? Your HMIS Administrator is happy to help.

Phone: 408.596.5866 Ext. 2
Email: **sccsupport@bitfocus.com**

Bitfocus

in   X